

# Western University's Policy on Gender-Based and Sexual Violence

## Formal Complaint Process

Is the Respondent a member of the Western community?

Yes

No

The Respondent is a student:

The Respondent is staff or faculty:

Contact a Gender-Based Violence & Survivor Support Case Manager on a free and confidential basis at [support@uwo.ca](mailto:support@uwo.ca) for information about other reporting options.

Submit a written formal complaint through the online gender-based violence reporting form ([survivorsupport.uwo.ca](http://survivorsupport.uwo.ca) & select 'Filing a Complaint').

Submit report through the Human Rights Office ([uwo.ca/equity](http://uwo.ca/equity)).

The complaint will be reviewed within 72 hours, to confirm Western's jurisdiction.

The complaint is sent to the Office of Student Support & Case Management - to the Senior Advisor, Gender-Based and Sexual Violence Response.

The Complainant will be offered a confidential, no-obligation meeting, where they will have the opportunity to ask questions and consider the process before the complaint is referred to investigation.

### INVESTIGATION

A trauma-informed, confidential investigation of the complaint will be conducted. The investigation will involve meeting with the Complainant, the Respondent, and any witnesses to the alleged incident(s). The investigation may involve a review of documentation, such as correspondence. The Vice-Provost (Students) (VPS) may implement interim measures for the duration of investigation, such as a no-contact order, for the health and safety of the parties involved, as well as for the Western community.

### REPORT

The investigator will draft a report with their findings, including:

- a credibility analysis
- whether the complaint was substantiated

### REVIEW

The VPS will review the report and, based on the findings, will decide whether there has been a violation of the Policy.

Upon request, the report can be reviewed by the Complainant or the Respondent.

### DECISION

Either party may appeal the decision within 14 days. This triggers a separate appeal process.

If the VPS decides the Policy has been violated, they will invite and consider submissions from both parties regarding sanctions. The VPS will then communicate their decision on sanctions in writing to both parties.

### Key Terms:

**Survivor:** A person who has experienced Gender-Based and Sexual Violence. A survivor may withdraw participation in this process at any time.

**Complainant:** Person who submitted the complaint. This person may or may not be the survivor.

**Respondent:** Person against whom the complaint was submitted.